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16 August 1955

MEMORANDUM FOR: Deputy Director (Support)

SUBJECT : Format and Content of the Operational Programs  
of the Clandestine Services

25X1A9A REFERENCE : [ ] memorandum for the record on  
above subject, dated 28 July 1955

1. At the conclusion of the briefing in your office on 28 July concerning the above subject, you indicated general approval of the proposed format for the operational programs of the Clandestine Services, and emphasized three points:

a. The PRC must receive sufficient detail to permit it to discharge the responsibilities presently assigned by the Director;

b. The support elements must be brought into the planning cycle sufficiently early so that they may properly plan to discharge their responsibilities; and

c. An attempt should be made to work out a breakdown by types of activities involved which will pull out of "overhead" those items which can properly be scheduled in an operational category.

25X1A9A 2. a. We have again reviewed the proposed format and believe that it will provide the PRC with sufficient detail to discharge the responsibilities presently assigned to it by [ ] (As a result of the meeting with you and the briefing of [ ] who agreed with the proposed format, we expect to provide: (1) an explanation of the need for any increase in funds for any project where the increase is \$10,000 or 50%, whichever is greater, and (2) briefing sheets or summaries (two or three pages for the Division as a whole and one page for each country) to outline major accomplishments, principal capabilities, limitations and future trends.)

b. The CSPB has recently completed, and C/PFC has promulgated, a format for the country appendices which provides for participation by the support elements at the earliest stage of country planning, which will permit them to discharge their responsibilities (see Section III, Part B of the attached format of Country Appendices - Tab A).

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- 2 -

c. On 9 August a further meeting was held to clarify the breakdown of the types of action to be utilized in the proposed program format. As you will note from the attached memorandum for the record-- Tab B--agreement has been reached with respect to the breakdown of Mission III types of action.

d. With respect to desirability of being able to break down Mission I field station costs as between support overhead and operational overhead, it is believed that this can best be done by a formula derived by analytical study. One tentative suggestion is to review the career service designations at a large station, separating the operational designations from support designations and applying this proportion against total station costs. At small stations where personnel perform both operational and support duties the same percentages might reasonably be applied, although some weighting may be necessary to give a more accurate result. In any event, a study is now being made by Mr. [redacted] of the Office of the SSA(Comptroller), in collaboration with PPC/BD/T, to develop a sound basis for the apportionment of Mission I overhead.

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[redacted]  
Special Support Assistant  
to the  
Deputy Director (Support)

Attachment

O&I - Addressee  
1 - Comptroller  
1 - OGC  
1 - [redacted] PPC  
1 - [redacted] PP  
1 - [redacted] C/Budget  
1 - [redacted] h, Covert Budget

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